



REGULAR MEETING AGENDA
125 E. College Street, Covina, California
Council Chamber of City Hall
Tuesday, October 04, 2016

**CITY COUNCIL/SUCCESSOR AGENCY TO THE COVINA
REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCING
AUTHORITY/COVINA HOUSING AUTHORITY
JOINT MEETING—CLOSED SESSION
6:30 p.m.**

CALL TO ORDER

ROLL CALL

Council/Agency/Authority Members Walter Allen III, Peggy A. Delach, John C. King, Mayor
Pro Tem/Vice-Chair Jorge A. Marquez and Mayor/Chair Kevin Stapleton

PUBLIC COMMENTS

The Public is invited to make comment on Closed Session items only at this time. To address the Council/Agency/Authority please complete a yellow speaker request card located at the entrance and give it to the City Clerk. Your name will be called when it is your turn to speak. Individual speakers are limited to five minutes each.

The City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority will adjourn to closed session for the following:

CLOSED SESSION

**A. Government Code § 54956.9(d)(1) – CONFERENCE WITH LEGAL COUNSEL:
EXISTING LITIGATION**

- Name of Case: Powers, Justin v. City of Covina, et al; Case No. 2:15 CV 5877

B. Government Code § 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representative: Danielle Tellez, Human Resources Director

Employee Organizations: American Federation of State, County and Municipal Employees (AFSCME); Police Association of Covina (PAC); Police Management Group (PMG); and Police Supervisors of Covina (PSC)

C. Government Code § 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representative: Danielle Tellez, Human Resources Director
Unrepresented Employees: Mid-Management, Supervisory and Professional, and Confidential and Technical Employees; and Executive Employees (excluding the City Manager)

RECESS

**CITY COUNCIL/SUCCESSOR AGENCY TO THE COVINA
REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCING
AUTHORITY/COVINA HOUSING AUTHORITY
JOINT MEETING—OPEN SESSION
7:30 p.m.**

RECONVENE AND CALL TO ORDER

ROLL CALL

Council/Agency/Authority Members Walter Allen III, Peggy A. Delach, John C. King, Mayor Pro Tem/Vice-Chair Jorge A. Marquez and Mayor/Chair Kevin Stapleton

PLEDGE OF ALLEGIANCE

Led by Mayor Stapleton

INVOCATION

Given by Covina Police Chaplain Truax

PRESENTATIONS

Introduction of New Employees.

Report: [New Employees](#)

2016 USA Taekwondo National Championships

PUBLIC COMMENTS

To address the Council/Agency/Authority please complete a yellow speaker request card located at the entrance and give it to the City Clerk/Agency/Authority Secretary. Your name will be called when it is your turn to speak. Those wishing to speak on a LISTED AGENDA ITEM will be heard when that item is addressed. Those wishing to speak on an item NOT ON THE AGENDA will be heard at this time. State Law prohibits the Council/Agency/Authority Members from taking action on any item not on the agenda. Individual speakers are limited to five minutes each.

COUNCIL/AGENCY/AUTHORITY COMMENTS

Council/Agency/Authority Members wishing to make any announcements of public interest or to request that specific items be added to future Council/Agency/Authority agendas may do so at this time.

CITY MANAGER COMMENTS

CONSENT CALENDAR

All matters listed under consent calendar are considered routine, and will be enacted by one motion. There will be no separate discussion on these items prior to the time the Council/Agency/Authority votes on them, unless a member of the Council/Agency/Authority requests a specific item be removed from the consent calendar for discussion.

- CC 1. Minutes of the September 20, 2016, Regular Meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Housing Authority.**

Report: [Minutes](#)

- CC 2. Payment of City Demands in the Amount of \$1,416,814.91.**

Report: [City Demands](#)

- CC 3. Payment of Agency Demands in the Amount of \$9,040.24.**

Report: [Agency Demands](#)

- CC 4. Ordinance No. 16-2061 for Zoning Code Amendment (ZCA) 16-003, Amending Chapters 17.62 (Conditional Use Permit); 17.78 (Variance); and 17.80 (Zoning Amendments and Zone Changes) of Title 17 of the Covina Municipal Code Concerning Public Hearing Date and Noticing Requirements – Second Reading and Adoption.**

Report: [Ordinance No. 16-2061](#)

- CC 5. City Council to Adopt Resolution No. 16-7535 Confirming Continued Existence of An Emergency Condition for the Residual Control System at the Charter Oak Reservoir Site Pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code.**

Report: [Resolution No. 16-7535](#)

- CC 6. Recommendation to Authorize the Interim City Manager to Represent the City of Covina at the Covina Irrigating Company (CIC) Annual Shareholder's Meeting and to Vote the City's Shares for the Slate Nominated on the Attachment.**

Report: [Proxy Ballot](#)

CC 7. Notification of lease extension with Elite Dining Services, Inc.

Report: [Elite Dining Services, Inc.](#)

CC 8. Purchase of Police Department Vehicles Including Equipment Retrofit.

Report: [Police Department Vehicles](#)

CC 9. Contract Amendment to Vavrinek, Trine, Day & Co., LLP for Accounting Services Assisting with the Preparation of the Fiscal Year 2014-15 Audit and CAFR.

Report: [Vavrinek, Trine, Day & Co.](#)

CC 10. Introduction of Ordinance No. 16-2062 Setting the City's Refuse Collection Services Rates for Residential, Commercial and Industrial Customers for FY 2016-17 through FY 2018-19, Effective July 1, 2016.

Report: [Ordinance No. 16-2062](#)

CC 11. Consideration of Appointments to the Traffic Advisory Commission and Youth Accountability Board.

Report: [Appointments](#)

CC 12. Resolution No. 16-7538 to Amend the FY 2017 Capital Improvement Budget to Increase Funding for Rancho La Merced Reservoir PAX Water Technologies Mixer Project by \$17,604 and Proposed Professional Services Agreement with Doane and Hartwig Water Systems, Inc. to Furnish and Install a PAX Water Technologies Mixer at Rancho La Merced Reservoir.

Report: [Doane and Hartwig Water Systems, Inc.](#)

PUBLIC HEARING – NONE

CONTINUED BUSINESS

CB 1. Covina Senior and Community Center Project – Designation of Kelby Park and the Covina Woman's Club as Possible Site Alternatives for Placement of New Center, Adoption of Resolution No. 16-7533 Authorizing Application for Grant Funds from Los Angeles County Regional Park and Open Space District for Fifth Supervisorial District Competitive Excess Funding, and First Amendment to Agreement between City of Covina and Gonzalez Goodale Architects to Provide Planning, Programming, Architectural, and Engineering services for Initial Phase of Covina Senior and Community Center Project.

Report: [Resolution No. 16-7533](#)

Staff Recommendation:

1. Direct City staff to pursue the placement of the Covina Senior and Community Center in Kelby Park and at the site of the Covina Woman's Club.
2. Adopt **Resolution No. 16-7533** authorizing the application for \$1.9 million in grant funds from the Los Angeles County Regional Park and Open Space District for Fifth Supervisorial District Competitive Excess Funding for the Covina Senior and Community Center Project.
3. Approve and Authorize the Interim City Manager to execute on the City Council's behalf, in substantial form, the attached First Amendment to the Agreement between the City of Covina and Gonzalez Goodale Architects to (1) extend the term of the agreement through June 30, 2017, (2) amend the scope of work to (a) reflect the placement of the Covina Senior and Community Center at a location to be designated by the City Council and (b) prepare a General Building and Site Analysis of the Covina Woman's Club, (3) increase the total compensation by \$20,000 to a not-to-exceed amount of \$120,000, and (4) include provisions required for compliancy with federal law and Community Development Block Grant (CDBG) requirements, subject to the City Attorney's review and approval as to form.

CB 2. Consideration of Resolutions Amending the Composition of the Finance Advisory Commission and Amending Policies Related to the City's Advisory Boards and Commissions.

Report: [Resolution Nos. 16-7531 and 16-7532](#)

Staff Recommendation:

1. Adopt **Resolution No. 16-7531** amending policies related to the City's Advisory Boards and Commission to change the composition of the Finance Advisory Commission and rescinding Resolution No. 16-7505.
2. Adopt **Resolution No. 16-7532** amending the Bylaws of the Finance Advisory Commission to change the composition of the Commission from five to seven members.

CB 3. Consideration of Appointments to the Finance Advisory Commission.

Report: [FAC Appointments](#)

Staff Recommendation:

Reappoint Mark Cook, Diane Fonseca, and Tom Melendrez to the Finance Advisory Commission for full terms ending June 30, 2020.

NEW BUSINESS

NB 1. Professional Services Agreement with HdL Software, LLC (HdL) for Business License Management and Compliance Services.

Report: [HdL Software, LLC](#)

Staff Recommendation:

Award Professional Services Agreement (PSA) to HdL Software, LLC (HdL) for Business License Management and Compliance Services along with Consulting Services for a Business Tax Analysis and Ordinance Review, Authorize the Interim City Manager to execute the PSA, and adopt Resolution No. 16-7534 appropriating \$71,500 for this agreement.

NB 2. Consideration of Resolutions relating to Covina's General Municipal Election to be held on March 7, 2017, including Placing a Measure Extending the City's Utility Users Tax on the March 2017 Ballot.

Report: [Election Resolutions](#)

Staff Recommendation:

1. Adopt **Resolution No. 16-7526** calling for the holding of a General Municipal Election on Tuesday, March 7, 2017.
2. Adopt **Resolution No. 16-7527** requesting the Board of Supervisors of the County of Los Angeles to direct the Registrar-Recorder/County Clerk's Office to administer, manage and oversee the City of Covina's General Municipal Election to be held on March 7, 2017.
3. Adopt **Resolution No. 16-7536** requesting the Board of Supervisors to render specified services relating to the Election.
4. Adopt **Resolution No. 16-7528** adopting regulations for candidates' statements.
5. Adopt **Resolution No. 16-7529** ordering that an ordinance to extend the City's existing utility users tax (Option 1 or Option 2) be submitted to the voters at the General Municipal Election to be held March 7, 2016, directing the City Attorney to prepare an impartial analysis of the measure, setting priorities for filing a written argument relating to the ballot measure, and providing for rebuttal arguments relating to the ballot measure.

NB 3. Resolution No. 16-7537; Budget Resolution to Appropriate \$12,600 of the 2016-2017 Budget for Emergency Asbestos and Lead Paint Survey Services and Litigation Guarantee Fees for the Abatement of a Dangerous Building – Update on Fire-Damaged Property at 345 S. Citrus Ave.

Report: [Resolution No. 16-7537](#)

Staff Recommendation:

Approve City Council Resolution No. 16-7537 and provide additional direction as appropriate.

NB 4. Request to Reorganize Community Development Department Staffing Structure.

Report: [Staffing Structure](#)

Staff Recommendation:

That the City Council approve the Staffing Reorganization in the Community Development Department.

ADJOURNMENT

The Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority will adjourn to its next regular meeting of the Council/Agency/Authority scheduled for Tuesday, October 18, 2016, at 6:30 p.m. for closed

session and 7:30 p.m. for open session inside the Council Chamber, 125 East College Street, Covina, California, 91723.

Any member of the public may address the Council/Agency/Authority during both the public comment period and on any scheduled item on the agenda. Comments are limited to a maximum of five minutes per speaker unless, for good cause, the Mayor/Chairperson amends the time limit. Anyone wishing to speak is requested to submit a yellow Speaker Request Card to the City Clerk; cards are located near the agendas or at the City Clerk's desk.

MEETING ASSISTANCE INFORMATION: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (626) 384-5430. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

If you challenge in court any discussion or action taken concerning an item on this agenda, you may be limited to raising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting.

The Covina City Clerk's Office does hereby declare that, in accordance with California Government Code Section 54954.2(a), the agenda for the Tuesday, October 04, 2016, meeting was posted on September 29, 2016, on the City's website and near the front entrances of: 1) Covina City Hall, 125 East College Street, Covina; and 2) the Covina Public Library, 234 N. Second Avenue, Covina.

MATERIALS RELATED TO AN ITEM ON THIS AGENDA, AND SUBMITTED TO THE CITY COUNCIL AFTER PUBLICATION OF THE AGENDA, ARE AVAILABLE TO THE PUBLIC IN THE CITY CLERK'S OFFICE AT 125 E. COLLEGE STREET, COVINA.